HRMS Organizational Management
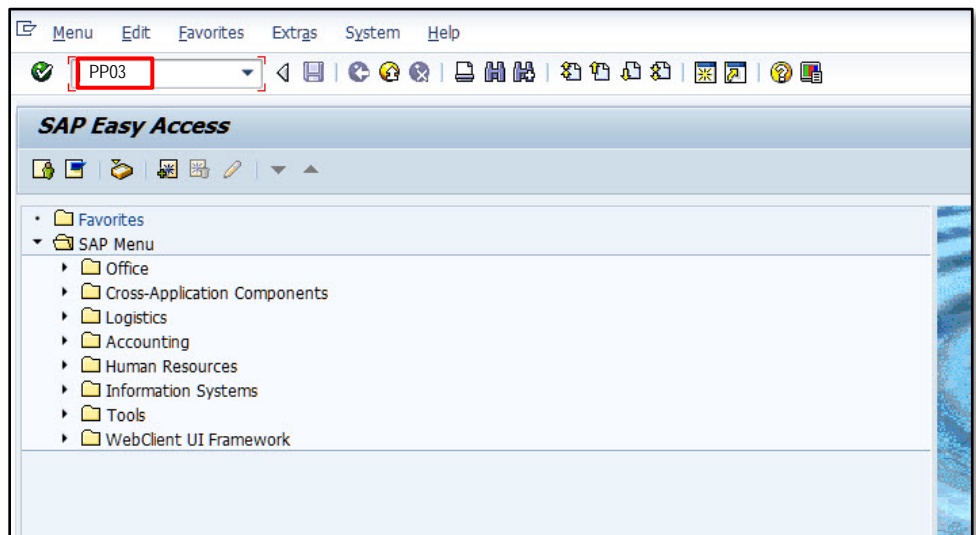## *Create Organizational Unit*

The Organizational Management (OM) Processor uses this procedure to create an Organizational Unit and its attributes using transaction code PP03.

<div align="center">

IMPORTANT–PLEASE READ!!

</div>

- Highest level of Organizational Unit must exist.
- Cost Center must exist.

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1. Enter transaction code "**PP03**" in the Command field and press **Enter**,
<div align="center">

OR

</div>
Follow the menu tree: *Human Resources→ Organizational Management→ Tools→ Object→ Actions.*

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2. Enter the type of object being created in the **Object Type** field. Select "O" for Organizational Unit.

3. Enter the start date in the **Validity** field. Make no changes to the end date.

4. Enter the action you would like to perform in the **Action** field. Always enter "O" for Create organizational unit.

5. Click ⏱ **Execute.**

Maintain Plan Data: Execute Actions

Find by
Organizational unit
Search Term

Plan Version | 01 | Current plan
Object Type | O | Organizational unit
Object ID | |
Object abbr. | |

Note: Object ID must remain blank when creating an Organizational Unit.

Selection of Tasks
Planning status | 1 | Active
Validity | 07/20/2015 | to | 12/31/9999
Action | O | Create organizational unit

6. Enter the abbreviation of the Organizational Unit name in the **Object abbr**. field (agency-specific).

7. Enter the name of the Organizational Unit in the **Object name** field (agency-specific).

8. Click ✓ **Enter**.

9. Click 💾 **Save**.

Essential relationship Object

Organizational unit | |
Planning Status | Active |
Validity | 07/20/2015 | to | 12/31/9999 | Change Information

Object | 01 O 00000000 1
Object abbr. | ND00
Object name | HUMAN RESOURCES
Language Key | English

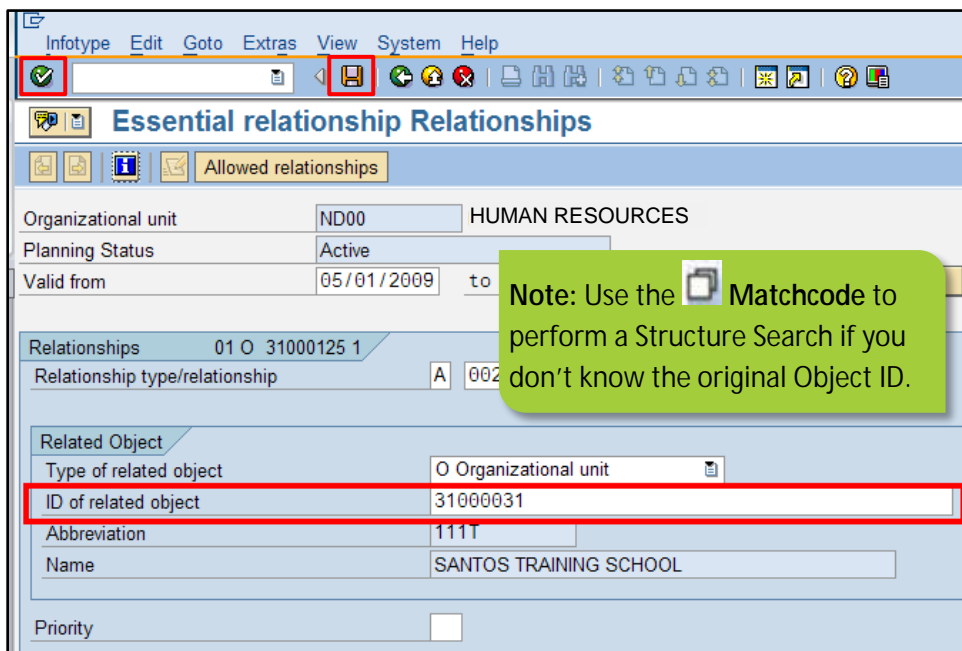**Hint:** Up to 12 characters are allowed in the **Object abbr**. field, and up to 40 in the **Object name** field.

10. Enter the system number of the Organizational Unit that your Organizational Unit will report to in the **ID of related object field**.

11. Click ✅ **Enter**.

12. Click 💾 **Save**.

Note: This action establishes the Organizational Unit to Organizational Unit relationship.
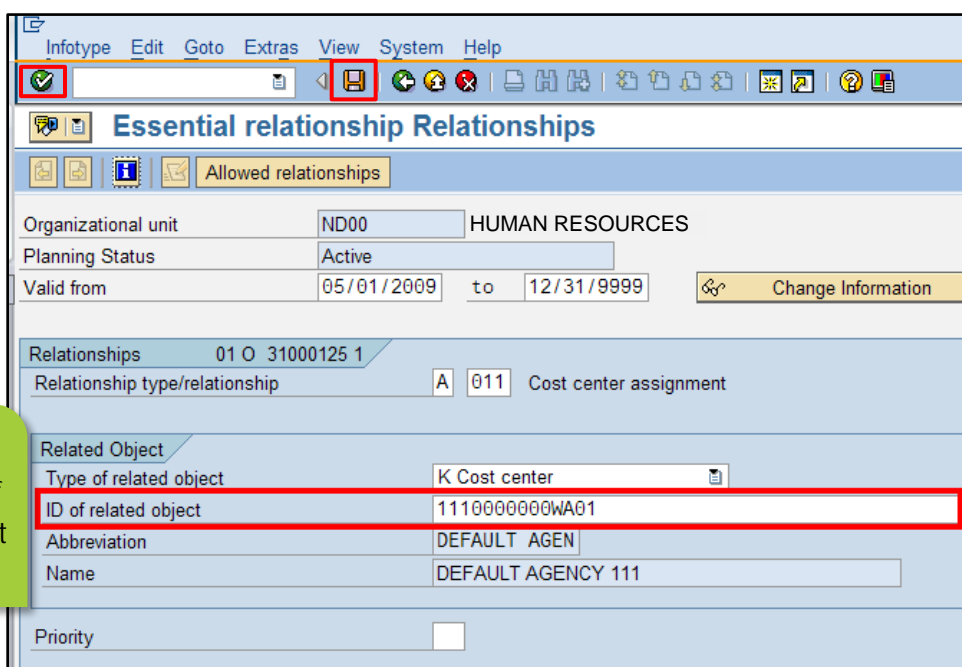

Note: Use the ⬜ Matchcode to perform a Structure Search if you don't know the original Object ID.

13. Enter the Cost Center number to which your new Organizational Unit is assigned in the **ID of related Object** field.

14. Click ✅ **Enter**.

15. Click 💾 **Save**.

Note: Use the ⬜ Matchcode to perform a search by Cost Center if you don't know the original Object ID.

16. Confirm that your previous entries were accurate.

17. Click 🖫 **Save**.

NOTE: If this infotype is not saved, the position will not be funded through Financials.

| Infotype | Edit | Goto | Extras | View | System | Help |

Essential relationship Relationships

Organizational unit	ND00	HUMAN RESOURCES
Planning Status	Active
Validity	05/01/2009	to	12/31/9999

Key fields for cost center
| Cost Center | 1110000000 |
| CO Area | WA01 |

Important: DO NOT ENTER information on this screen!

IF	THEN
Your agency requires including a Description...	Continue through the steps.
Your agency does NOT require a Description...	Move to step 22.

18. Choose "General Description" in the **Subtype** field.

19. Enter a description that defines specific attributes of a position or an Organizational Unit in the **Description** field.

20. Click ✅ **Enter**.

21. Click 🖫 **Save**.

| Infotype | Edit | Goto | View | System | Help |

Create Description

Organizational unit	ND00	HUMAN RESOURCES
Planning Status	Active
Validity	05/01/2009	to	12/31/9999	Change Information

Description	01 O 31000125 1
Subtype	0001 General description
Language	EN English

Description
5/1/2009 (initials) - The department has been created for agency purposes.
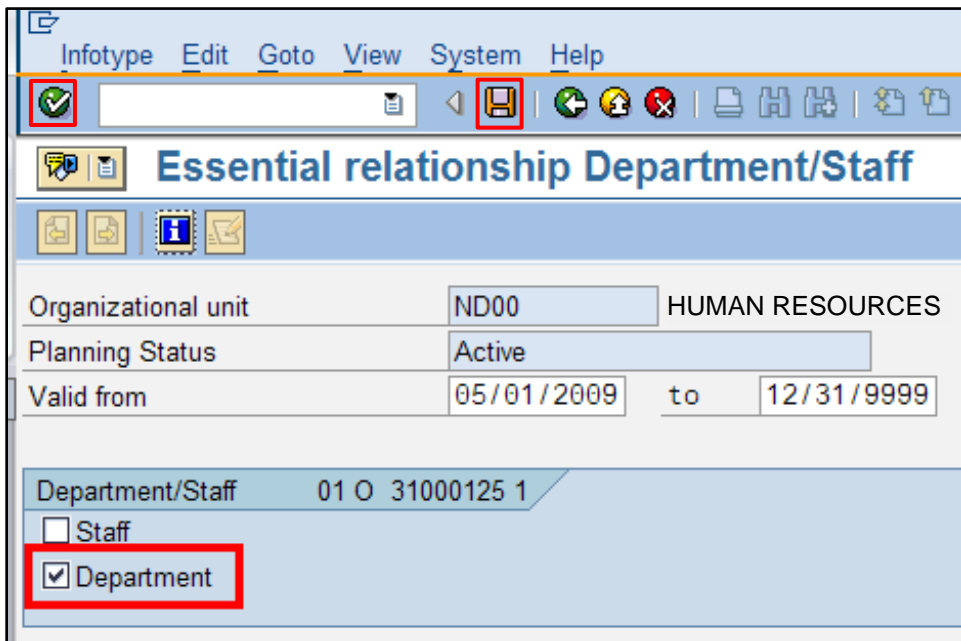
| * | Li 1, Co 23 | Ln 1 - Ln 10 of 17 lines |

22. Check the box to the left of **Department**.

23. Click ✅ **Enter**.

24. Click 💾 **Save**.

This completes the transaction to Create an Organizational Unit.

Essential relationship Department/Staff

Organizational unit	ND00	HUMAN RESOURCES
Planning Status	Active	
Valid from	05/01/2009	to 12/31/9999

Department/Staff   01 O 31000125 1
- ☐ Staff
- ☑ Department